

APPENDIX C. INDUSTRIAL SECURITY FUNCTIONAL RESPONSIBILITIES OF A  
CONTRACTING OFFICER

The following chart identifies some of the primary industrial security functional responsibilities of contracting officers. Some of these responsibilities shift from the PCO to the ACO after the contract award. A distinction has been made between related functions when performed on prime contracts and subcontracts. Paragraphs 1-101c(3) and 1-101d establish the general concept and outline broad responsibilities of contracting officers. Individual functional responsibilities are set forth under subject headings throughout this regulation and the ISM.

In addition to assigned functions, the AC() performs additional functions, delegated by the PCO, in accordance with guidance provided.

During contract performance, the ACO ensures that all functions assigned to him or her are accomplished and refers all other actions to the PCO for additional guidance or resolution, as required. During postcontract performance, the residual industrial security function reverts to the PCO.

# INDUSTRIAL SECURITY FUNCTIONAL RESPONSIBILITIES OF A CONTRACTING OFFICER

Function	PCO	Remarks	ACO	Remarks
1. Provides special contract security requirements. (In addition to those in ISM.)	x			Prime Contractor includes 'In subcontracts.
2. Establishes security classification by DD Form 254..	X	Original <b>Classification</b>		
a. Reviews and signs DD Form 254.	X	For Prime	X	For Subcontractors
b. Reviews contract for reclassification as appropriate.	x	For Prime	x	For Subcontractors
c. Issues notice on review of classification.	X	For Prime	x	For Subcontractors
d. Cets resolution for any problem relating to classification.	X	<b>Preaward</b>	x	<b>Postaward</b> with referral to PCO when necessary
3. Indicates on DD Form 254 the routing to the Directorate for Security Review, OSD, of contractor requests for public release of information pertaining to classified contracts.	X	For Prime	x	For Subcontractor
4. Initiates request for FCL action.	X	For Prime	x	Prime contractor requests for prospective subcontractors.
5. Furnishes justification for interim FCL	X	For Prime	x	For Subcontractors
6. Authorizes release of classified information by contractors at seminars, meetings, and symposia, when authorization required.	X	<b>Preaward</b>	x	<b>Postaward</b> (refers to PCO when necessary)
7. Reviews and furnishes written authorization for publication and distribution of classified sales literature.	x	<b>Preaward</b>	x	Postaward with referral to <b>PCO when</b> necessary
8. Advises CSO and DTIC upon completion or termination of classified contract.			X .	
9. Advises contractor of method of shipment of classified material when required.	x	<b>Preaward</b>	x	<b>Postaward</b> (delegated to transportation <b>element</b> )
10. Authorizes retention of classified material by contractor.	x		x	<b>Postaward</b> , refers requests to <b>PCO</b>

INDUSTRIAL SECURITY FUNCTIONAL RESPONSIBILITIES OF A CONTRACTING OFFICER  
(continued)

Function	PCO	Remarks	ACO	Remarks
11. Authorizes classified visits:				
a. Outgoing	X	Preaward	X	Postaward
b. Incoming	X	Preaward	X	Postaward
12. Approves expenditures of funds for security requirements; that includes, area controls, storage equipment, and protective alarms systems.	X	Preaward	X	Postaward with referral to PCO when necessary
13. Reviews reports of security violations and recommends appropriate action.	X	Preaward	X	Postaward with referral to PCO when necessary (for example, compromise, and contract sanctions)
14. Approves use of secure electrical transmission systems .	X	Coordinates with Military Department, COR	X	Postaward, ACO would refer request to PCO with recommendation.
15. Approves need for COMSEC material for R&D, production, Installation, and maintenance.	X	Preaward Coordinates with Central office of Record and NASA, when appropriate	X	Postaward, ACO makes recommendation to PCO and COR.
16. Appoints contractor employees as COMSEC material couriers (after contractor designates).	X	Preaward	X	Postaward
17. Advise contractor of government representatives authorized access to controlled areas containing COMSEC material.	X	For PCO representatives	X	For ACO 'representatives
18. Furnishes written approval to contractor to grant physical custody of TOP SECRET information to prospective subcontractors, vendors, and suppliers.	X	Preaward	X	Postaward

In any instance where the ACO does not have sufficient knowledge to make a determination as required, he or she shall refer the matter to the PCO.